

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		GRANT NUMBER (FAIN): 00D22014	DATE OF AWARD 09/04/2014	
			MODIFICATION NUMBER: 0 PROGRAM CODE: EC		
			TYPE OF ACTION New		MAILING DATE 09/11/2014
			PAYMENT METHOD: ASAP		ACH# pend
RECIPIENT TYPE: Not for Profit			Send Payment Request to: Las Vegas Finance Center		
RECIPIENT: Greensboro Housing Coalition Inc. 122 N. Elm Street Suite M-4 Greensboro, NC 27401-2845 EIN: (b) (6)			PAYEE: Greensboro Housing Coalition, Inc. 122 N. Elm Street Suite M-4 Greensboro, NC 27401-2845		
PROJECT MANAGER Beth McKee-Huger 122 N. Elm Street Suite M-4 Greensboro, NC 27401-2845 E-Mail: (b) (6) Phone: (b) (6)		EPA PROJECT OFFICER Deborah Carter 61 Forsyth Street Atlanta, GA 30303-8960 E-Mail: Carter.Deborah@epa.gov Phone: 404-562-9668		EPA GRANT SPECIALIST Sherry Miles Grants and Audit Management Section E-Mail: miles.sherry@epa.gov Phone: 404-562-8396	
PROJECT TITLE AND DESCRIPTION Environmental Justice Collaborative Problem-Solving Grants Program <p>This action approves an award in the amount of \$120,000 to the Greensboro Housing Coalition to assist in reducing housing-related asthma hospitalizations in identified affected communities. Community residents and collaborative partners will create a plan for healthy homes and advocate together for multi-level policy changes, code enforcement and medical reimbursement. Collaborative partners will continue to identify families at risk, repair homes, enforce minimum housing safety standards, and promote housing interventions as effective healthcare treatment.</p>					
BUDGET PERIOD 09/01/2014 - 06/30/2016		PROJECT PERIOD 09/01/2014 - 06/30/2016		TOTAL BUDGET PERIOD COST \$120,000.00	
				TOTAL PROJECT PERIOD COST \$120,000.00	
NOTICE OF AWARD					
<p>Based on your Application dated 03/16/2014 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$120,000. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$120,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>					
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS 61 Forsyth Street Atlanta, GA 30303-8960			ORGANIZATION / ADDRESS U.S. EPA, Region 4 Office of Policy and Management 61 Forsyth Street Atlanta, GA 30303-8960		
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY					
Digital signature applied by EPA Award Official Keva R. Lloyd - Acting Grants Management Officer				DATE 09/04/2014	

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FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 120,000	\$ 120,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$ 0	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 120,000	\$ 120,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.306 - Environmental Justice Collaborative Problem-Solving Grants Program	Clean Air Act: Sec. 103(b)(3)	40 CFR PART 30

[illegible]

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$88,300
2. Fringe Benefits	\$17,660
3. Travel	\$2,972
4. Equipment	\$0
5. Supplies	\$7,500
6. Contractual	\$0
7. Construction	\$0
8. Other	\$3,568
9. Total Direct Charges	\$120,000
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %.)	\$120,000
12. Total Approved Assistance Amount	\$120,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$120,000
15. Total EPA Amount Awarded To Date	\$120,000

Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: http://www.epa.gov/ogd/tc_jan_2014.pdf. These terms and conditions are in addition to the assurances and certifications made as part of the award and the terms, conditions or restrictions cited below.

The EPA repository for the general terms and conditions by year can be found at: <http://www.epa.gov/ogd/tc.htm>.

1. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

This assistance agreement is a Technical Assistance Grant (TAG); or the award amount is \$250,000 or less; or the total dollar amount of all of the recipient's financial assistance agreements from EPA in the current Federal fiscal year is \$250,000 or less. Therefore, the recipient of this assistance agreement is exempt from the fair share objective requirements of 40 CFR, Part 33, Subpart D, and is not required to negotiate fair share objectives/goals for the utilization of MBE/WBEs in its procurements.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E

MBE/WBE reporting is limited to annual reports and only required for assistance agreements where one or more the following conditions are met:

- (a) there are any funds budgeted in the contractual, equipment or construction lines of the award;
- (b) \$3,000 or more is included for supplies; or
- (c) there are funds budgeted for subawards or loans in which the expected budget(s) meet the conditions as described in items (a) and (b).

Based on EPA's review of the proposed budget, this award likely meets one or more of the conditions as described above, therefore, the recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" report (EPA Form 5700-52A) on an annual basis.

However, if this award does not meet the conditions as described above, the recipient should provide [Charles Hayes \(hayes.charles@epa.gov\)](mailto:hayes.charles@epa.gov) with a justification and budget details indicating that based on the planned budget, this award is **not** subject to the DBE reporting requirements.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For the last report, recipients are instructed to check the box indicated for the "last report" of the project in section 1B of the form. Annual reports are due by October 30th of each year. Last reports are due 90 days after the end of the project period.

The reporting requirement is based on planned procurements. Recipients with funds budgeted for non-supply procurement and/or \$3,000 or more in supplies are required to report annually whether the planned procurements take place during the reporting period or not. If no procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

MBE/WBE reports should be sent to

U.S. Environmental Protection Agency
Grants Management Office
SNAFC, 61 Forsyth Street, SW
Atlanta, GA 30303-8690
Attn: Sherry Miles and/or miles.sherry@epa.gov (optional)

The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program's Home Page at http://www.epa.gov/osbp/dbe_reporting.htm

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

2. UNLIQUIDATED OBLIGATIONS

Pursuant to 40 CFR 30.52(a)(1) and 30.71(a), EPA recipients shall submit a quarterly Federal Financial Report (SF-425) to EPA no later than 30 calendar days following the end of the reporting quarter and shall submit an annual Federal Financial Report (SF-425) to EPA no later than 90 calendar days following the end of the reporting quarter

The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31.

At the end of the project, the recipient must submit a final Federal Financial Report to EPA no later than 90 calendar days after the end of the project period. The form is available on the internet at <http://www.epa.gov/ocfo/financeservices/forms.htm>. All FFRs must be submitted to the Las Vegas Finance Center: US EPA, LVFC, PO Box 98515, Las Vegas, NV 89193, by Fax to: 702-798-2423, or email LVFC-grants@epa.gov

The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

EPA may take enforcement actions in accordance with 40 CFR 30.62 if the recipient does not comply with this term and condition.

Programmatic Conditions

Administrative Compliance

In accordance with *Title 40—Protection of Environment; Chapter I—Environmental Protection Agency, Subchapter B - Grants and Other Federal Assistance; Part 30—Uniform Administrative Requirements For Grants And Agreements With Institutions Of Higher Education, Hospitals, And Other Non-Profit Organizations*, the Grantee agrees to comply with all administrative requirements for Federal grants and agreements. This information is available at

http://www.ecfr.gov/cgi-bin/text-idx?SID=5af996fd9f4f9c6b5ca52a1ca5915bbe&tpl=/ecfrbrowse/Title40/40cfr30_main_02.tpl

Grantee Training Requirement – Mandatory

The recipient acknowledges that two employees of the recipient organization must complete the mandatory online training "**EPA Grant Management Training for Nonprofit Applicants and Recipients**". One person must be the Project Manager, or equivalent, for this Cooperative Agreement. The other person must be the person authorized to draw down funds for this Cooperative Agreement. Both employees before acceptance of the award must complete the training. A copy of the certificates, which shows completion of this training, will be sent (*i.e., by electronic mail, facsimile, or postal mail*) to the EPA, Region 4, Project Officer before acceptance of the award.

The online training course is available at <http://www.epa.gov/ogd/training/>

Quality Assurance Project Plan

Acceptable Quality Assurance Documentation must be submitted to the EPA, Region 4, Project Officer within 90 days of the acceptance of this agreement. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the quality assurance documentation has been approved. (See 40 CFR 30.54 OR 31.45 as appropriate).

The recipient will develop a QAPP to support all environmental data operations in accordance with "EPA Requirements for Quality Assurance Project Plans" (QA/R-5, 3/01). The term "environmental data operations" refers to any measurement or information that describes environmental processes, conditions, or location; ecological or health effects; produced from models or surveys; compiled from other sources such as data bases and literature; or the performance of environmental technology. The Quality Assurance Project Plan must be approved by EPA before any data collection and/or generation activities begin. Unless an alternate schedule was previously agreed upon, no later than 30 days prior to the scheduled commencement of data collection and/or data generation activities, the recipient will submit a Quality Assurance Project Plan to the following:

Deborah Carter
Project Officer
Environmental Justice Collaborative Problem-Solving Agreement
Office of Environmental Justice and Sustainability
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, SW
Atlanta, Georgia 30303-8931
Telephone: (404) 562-8378

And

Marilyn Maycock
EPA Regional Quality Assurance Manager
Science and Ecosystem Support Division
U.S. Environmental Protection Agency, Region 4
980 College Station Road
Athens, Georgia 30605-2720
Telephone: (706) 355- 8553

EPA Substantial Involvement

The EPA, Region 4, Project Officer will be substantially involved in overseeing and monitoring this Cooperative Agreement as follows:

- Review, monitor and approve all project phases prior to their implementation.
- Approve key personnel involved with the project.
- Collaborate with the recipient during all activities.
- Will determine eligibility of activities for reimbursement under this Cooperative Agreement and may include advance determination, if requested by the recipient.

The effect of EPA's substantial involvement includes:

- The recipient remains responsible for ensuring all activities funded under this award are protective of human health and the environment and comply with all applicable Federal and State laws.

The recipient remains responsible for incurring costs that are allowable under the applicable OMB Circulars.

The Recipient Will Contact The EPA Award Official As Follows:

(a) A change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval), (b) the need for additional Federal funding and (c) the inclusion of costs that require prior approval in accordance with OMB Circular A-21, "Cost Principles for Institutions of Higher Education," OMB Circular A-122, "Cost Principles for Non-Profit Organizations," or 45 CFR part 74 appendix E, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals," or 48 CFR part 31, "Contract Cost Principles and Procedures," as applicable.

The Recipient Will Contact The Technical Program Office As Follows:

Key Personnel

Change in Key Personnel Specified In The Application Or Award Document

The recipient agrees to inform the EPA, Region 4, Project Officer in writing within 10 days in the event of a change in the project's key personnel, the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved Project Director or Principal Investigator.

Key personnel may include any person whose absence will substantially and/or adversely impact the quality or timeliness of the work. Communications to the EPA, Region 4, Project Officer should: (a) explain the reason for the change, (b) detail the organization's plan of action for filling the vacancy, (c) include a list of qualifications the organization will use to search for a replacement, (d) a plan for completing project deliverables, and (e) provide the name and telephone number for the interim project contact person.

The EPA, Region 4, Project Officer reserves the right to review and sign-off on the proposed plan.

Approvals Required

Revision of Budget and Program Plans: The recipients will report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

Cooperative Agreement Amendments: Project Scope/Objective/Budget Revisions: The recipient will request prior approval to the EPA, Region 4, Award Official through a grant amendment for: (a) Changes in scope or objective, (b) Budget revisions, when the cumulative transfers among direct cost categories exceed 10% of the current total budget, (c) Inclusion of costs requiring prior approval, as directed by the OMB Cost Principles under non-construction projects: (1) Contracting out, (2) Sub-Granting, or (3) Otherwise obtaining the services of a third party to perform activities central to the purposes of the award.

Budget Revisions: When requesting approval for budget revisions, the recipient shall use the budget form that in the application unless the EPA indicates that a letter clearly describing the details of the request will suffice.

Period of Availability of Funds

The Recipient may charge to the grant only allowable costs resulting from obligations incurred during the funding period and any pre-award costs authorized by EPA.

Funds Transfer

The transfer of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa and the transfer of funds allotted for training allowances (*direct payment to trainees*) to other categories of expense.

The EPA technical program office may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for awards in which the Federal share of the project exceeds \$100,000 and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by EPA. EPA shall not permit a transfer that would cause any Federal appropriation or part thereof to be used for purposes other than those consistent with the original intent of the appropriation.

Project Period Extension

The recipient may extend the expiration date of the award one time for up to 12 months.

A one-time extension **may not** be initiated if: (a) the terms and conditions of the award prohibit the extension; (b) the extension requires additional Federal funds; or (c) the extension involves any change in the approved objectives or scope of the project.

For one-time extensions, the recipient must notify the EPA Award Official in writing with the supporting reasons and revised expiration date at least **10 days** before the expiration date specified in the award.

A one-time extension **may not** be exercised merely for the purpose of using unobligated balances or carry forward unobligated balances to subsequent funding periods providing the recipient notifies the EPA Award Official by means of the Financial Status Report.

Non-Federal Audits

The recipient and sub-recipients shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Supplies and Other Expendable Property

Title to supplies and other expendable property shall vest in the recipient upon acquisition. If there is a residual inventory of unused

supplies exceeding \$5000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federally-sponsored project or program, the recipient shall retain the supplies for use on non-Federal sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as for equipment.

The recipient shall not use supplies acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute as long as the Federal Government retains an interest in the supplies.

Intangible Property

The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

The Federal Government has the right to: (a) obtain, reproduce, publish or otherwise use the data first produced under an award and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes, (b) (d) (1) in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the EPA shall request, and the recipient shall provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the EPA obtains the research data solely in response to a FOIA request, the agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the agency, the recipient, and applicable subrecipients. This fee is in addition to any fees the agency may assess under the FOIA (5 U.S.C. 552(a) (4)(A)).

Procurement Standards Recipient Responsibilities

The recipient is the responsible authority, without recourse to EPA, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of an award or other agreement. This includes disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of statute are to be referred to such Federal, State or local authority as may have proper jurisdiction.

Information Collection Requirements (GPI-99-01)

"EPA and the recipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.), requires EPA to obtain Office of Management and Budget (OMB) clearance prior to the recipient's collection of information by means of identical questions posed to 10 or more persons.

The recipient will provide to the EPA Project Officer the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed."

Monitoring and Reporting Program Performance

The recipient is responsible for managing and monitoring each project, program, subaward, function or activity supported by the award.

The recipient is required to submit semi-annual progress reports for the duration of the agreement to update the EPA Regional Project Officer. The reports are due 30 days after the end of each 6-month period. The Project Manager will also be required to conduct quarterly meetings with the EPA Regional Project Officer. The Report will be approved or disapproved at the discretion of the EPA, Region 4, Project Officer. EPA may make site visits, as needed.

The performance reports shall contain information on each of the following: (a) a comparison of actual accomplishments with the goals and objectives established for the period, (b) the findings of the investigator, or both, (c) the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs; (d) the reasons why established goals were not met, if appropriate; (e) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs and (e) a specific discussion on funds expenditures and which includes: (1) draw down amounts, (2) state the reason for the drawn down and (3) the remaining balance of funds as of the end of the reporting periods. Additional information may be requested by the EPA Region 4 Project Officer. _

In addition to the periodic performance reports, the recipient shall immediately notify the EPA, Region 4, Project Officer of developments that have a significant impact on the award-supported activities. In accordance with 40 CFR Part 30.51(f) and 40 CFR Part 31.40(d), as appropriate, the recipient agrees to inform the EPA, Region 4, Project Officer as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

Project Milestone Chart

The recipient shall submit a, first draft, Project Milestone Chart (Chart), before beginning the Project's work activities, to the EPA, Region 4, Project Officer within 30 days of receipt of this award and a final Chart within 45 days to the EPA, Region 4, Project Officer. The grantee is encouraged to submit the Chart electronically. The EPA, Region 4, Project Officer will advise the grantee, as required, on the contents of this Chart. The Chart will be revised, approved, or disapproved at the discretion of the EPA, Region 4, Project Officer.

In accordance with 40 C.F.R. § 30.51 (f), the recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

Final Report

The recipient shall submit a draft final report within 30 days after the end of the project period. Once the draft has been reviewed and approved by the EPA, Region 4, Project Officer, the recipient shall submit two (2) copies of the Final Report within 90 days after the end of the project period to the EPA, Region 4, Project Officer. The EPA, Region 4, Project Officer will provide the recipient with a draft template of the final report, although other information may be included.

After review of the final report, the EPA, Region 4, Project Officer may request additional information from the recipient. The EPA, Region 4, Project Officer may share copies of the final report with organizations or other interested parties upon request. In addition to the report, the recipient must supply two copies to the EPA, Region 4 Project Officer of all tangible final products that were created for the purposes of the funded project (i.e., videos, research findings, curriculum, presentations, photographs, etc.). If an exhibit or slide show was created or an item too large and/or expensive to duplicate, photos or transcripts of the product may be substituted.

Closeout Procedures

The recipient shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award. EPA may approve extensions when requested by the recipient.

Unless EPA authorizes an extension, a recipient shall liquidate all obligations incurred under the award not later than 90 calendar days after the funding period or the date of completion as specified in the terms and conditions of the award or in agency implementing instructions.

The recipient shall promptly refund any balances of unobligated cash that EPA has advanced or paid and that is not authorized to be retained by the recipient for use in other projects. OMB Circular A-129 governs unreturned amounts that become delinquent debts.

The recipient shall account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§30.31 through 30.37.

In the event a final audit has not been performed prior to the closeout of an award, EPA shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

Subsequent Adjustments and Continuing Responsibilities

The closeout of an award does not affect any of the following: (a) The right of EPA to disallow costs and recover funds on the basis of a later audit or other review, (b) the obligation of the recipient to return any funds due as a result of later refunds, corrections, or other transactions, (c)

Audit requirements in §30.26, (d) property management requirements in §§30.31 through 30.37.

Records retention as required in §30.53, (d) after closeout of an award, a relationship created under an award may be modified or ended in whole or in part with the consent of EPA and the recipient, provided the responsibilities of the recipient referred to in §30.73(a), including those for property management as applicable, are considered and provisions made for continuing responsibilities of the recipient, as appropriate.

Grants Policy Issuance (GPI) 11-01 – Managing Unliquidated Obligations and Ensuring Process under EPA Assistance Agreements

EPA may terminate the Assistance Agreement for failure of the recipient to make sufficient progress to reasonably ensure completion of the project within the project period, including any extensions. EPA will measure sufficient progress by examining the performance required under the work plan in conjunction with the milestone schedule, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.

Mandatory Grant Management Training for Non-profit Recipients

Recipient acknowledges that two employees of this recipient organization must complete the mandatory on-line training, "EPA Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for this assistance agreement. The other individual must be the person authorized to draw down funds for this assistance agreement. The training must be completed by both employees prior to the return of the award document to EPA and the receipt of any grant funds. The course can be accessed at:

<http://www.epa.gov/ogd/>

At the end of the course the recipient must print out, sign and return the certificate of completion with the affirmation of acceptance to the appropriate grants office. The training certification will expire 3 years from the last training date. No funds will be released to the recipient by EPA until the required training is completed.